



January 4, 2016

Re: 2015 Biennial Hazardous Waste Report

Dear Environmental Coordinator:

Our records show that your facility was a Large Quantity Generator (LQG) and/or an operating Treatment, Storage and Disposal Facility (TSDF) for at least one month during 2015. **Before March 1, 2016**, all LQGs and TSDFs must submit the 2015 Biennial Hazardous Waste Report and all LQGs must pay the annual monitoring fee. If the report and/or fee payment are not received, this facility will be in violation of KAR 28-31-10 and/or KAR 28-31-262, -264 or -265 and may receive a penalty.

If this facility was not an LQG or TSDF during 2015, please update the enclosed Site Identification Verification Form with the current generator/site status and indicate the date the status changed (Section IX.A). Also note in the Comments section (Section XI) if and why this facility is not required to file the 2015 Biennial Hazardous Waste Report.

Instructions and forms for completing the 2015 Biennial Hazardous Waste Report are available on the Bureau of Waste Management (BWM) website at: **www.kdheks.gov/waste**. A complete report submission consists of the following:

- ☐ The updated Site Identification Verification Form (enclosed)
- ☐ The MF Form - LQG Monitoring Fee Invoice (enclosed, unless this facility is a TSDF but not an LQG)
- ☐ The appropriate LQG monitoring fee payment, payable to the **Hazardous Waste Management Fund-KDHE**
- ☐ Legible copies of all the facility's hazardous waste shipping manifests for 2015
- ☐ A spreadsheet (e.g., in Excel) that summarizes the manifests, with all waste reported in pounds
- ☐ A CD with data files (see the following paragraph) OR
  - ☐ Printed GM Form(s) - Waste Generation and Management (available online)
  - ☐ If applicable, printed WR Form(s) - Waste Received from Off Site (available online)

To ensure easier and more accurate reporting, BWM encourages the use of a free electronic reporting software tool (BRState) to create the GM and/or WR Forms as electronic data files. This free software, provided by the State of Florida, will be available at:

**[www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)**.

After entering the GM and/or WR Form data electronically, copy the data files to a compact disc (CD) using the BRState software and include the CD along with the rest of the submission. [Do NOT submit the GM and/or WR forms in a "PDF" file format on the CD.]

**Be sure to:**

- ☐ Include the facility EPA ID number on each item and on each page that is submitted
- ☐ Make a copy of the completed 2015 Biennial Hazardous Waste Report and keep it for at least three years
- ☐ Mail the report and payment to the following address:

Stacey Smith  
Bureau of Waste Management  
1000 SW Jackson St Ste 320  
Topeka KS 66612-1366

If you have any questions or need assistance, please contact me by phone at 785-296-1606 or by email at [notifications@kdheks.gov](mailto:notifications@kdheks.gov). Your cooperation with the Kansas Hazardous Waste Program is appreciated.

Sincerely,



Stephanie Fackrell  
Bureau of Waste Management  
Regulations and Data Unit

Enclosures